

Village of Long Grove, IL. Assistant Village Manager

The Village of Long Grove, Illinois, is seeking a strategic thinking, results oriented administrator to serve as its Assistant Village Manager. With a residential population of 8,366, Long Grove is a Lake County suburban community located 35 miles northwest of downtown Chicago.

The Village of Long Grove operates under a Trustee-Village form of government with the Village President, Village Clerk and six Trustees elected at large for four-year staggered terms and a Village Manager overseeing the day-to-day operations of the Village. The Village Board sets policy for the Village, adopts ordinances and resolutions, approves the annual budget as well as operational monthly expenditures. Long Grove is a non-home rule community operating under the powers and authority granted by the Illinois State Statutes.

The Assistant Village Manager is appointed by and reports to the Village Manager. This position is a member of the Village's senior management team. The purpose of this position is to perform a wide variety of administrative and analytical support duties for the Village Manager; to participate in assigned administrative processes, procedures, and programs as well as provide information and assistance to the public regarding assigned programs and services. In addition, the incumbent is responsible for performing a wide variety of special assignments to meet the requirements of the Village Manager. Work is conducted independently, following general guidelines and objectives set forth by the Village Manager.

The position is a full-time exempt level position with a regular schedule of forty hours per week with night and weekend hours as needed. The following duties are typical examples of the work performed by this position.

- Serves as Acting Village Manager in absence of Village Manager.
- Provides high level staff support to Village Manager and performs research, drafts correspondence, and manages programs as assigned. Responds to complex citizen inquiries as needed and coordinates department actions/responses.
- Participates as a member of the management budget team that is responsible for review and recommendation to Village Manager of proposed operating and capital budgets
- Position responsible to make personnel recommendations to Village Manager as necessary (e.g., hiring, discipline, grievances etc.).
- Assist with direction and prepare content for external Village communication, including the Village website and social media platforms.
- Regular and consistent attendance required along with ability to work additional hours beyond normal workday including nights and weekends for meetings or emergencies.
- Provides support to the Village Attorney relating to various legal matters including research, document support, document drafting and review.
- Oversees special projects as assigned.
- Serves as IT Co-Coordinator by maintaining the computer needs of the Village employees and elected officials.
- Serves on budget review team.
- Other duties and special projects as assigned.

Graduation from an accredited four-year college or university with a bachelor's degree in Public or Business Administration, Political Science, or related field is required; master's degree in Public or Business Administration is preferred. Experience in municipal finance, urban planning,

and or community development a plus. Three years minimum recent work experience is required; or an equivalent combination of education and experience, which provides the requisite knowledge, skills, and abilities to perform the essential duties and responsibilities of the position.

The starting salary range for this position is \$90,000 to \$95,000 based on the successful candidate's experience and qualifications. The Village provides health insurance benefits and paid time-off and participates in the Illinois Municipal Retirement Fund which includes pension, short term disability, and permanent disability programs. is not required. Long Grove is an Equal Opportunity Employer.

To apply please submit via email a resume, cover letter, and three professional references to Gregory Jackson, Village Manager, gjackson@longgroveil.gov The position is open until filled; however, interested applicants are strongly encouraged to apply no later than May 15, 2023. Additional information about Long Grove may be found online at: www.longgroveil.gov